



SIDE MEETING ROOM Booking form

To be returned to Elena Giusti by email egiusti@estro.org

All booking procedure will start on:

02 October 2019 for ESTRO Gold Corporate members

09 October 2019 for ESTRO Corporate members

16 October 2019 for the whole industry

NO BOOKING WILL BE ACCEPTED BEFORE THE ABOVE-MENTIONED DATES

Company name:

Contact person:

E-mail:

Purchase order number – PO (if applicable):

INVOICE DETAILS

Address:

VAT No.:

Date of the meeting:

Start time: End time:

Please note that meeting rooms are available from 8:00 to 18:00

Half day is 8:00-12:30 or 13:30-18:00

NOTES:

Room rental ½ day (€ 1,000) or a full day (€ 2,000) includes screen and beamer.

It is possible to combine rooms, however price will be doubled.

Overnight changes in the set-up are charged separately.

Note that all attendees to the meeting need to have a badge.

Room name	Boardroom	Theater	Classroom	Banquet	Cocktail
GALERIE 1	10	13		10	30
GALERIE 2	10	13		10	30
GALERIE 3	20	30	16	20	60
GALERIE 4	10	13		10	30
GALERIE 5	20	30	16	20	60
GALERIE 6	10	13		10	30
GALERIE 7	10	13		10	30
GALERIE 8	10	13		10	30



GALERIE 13	10	13		10	30
GALERIE 14	10	13		10	30
GALERIE 15	20	30	16	20	60
GALERIE 16	10	13		10	30
GALERIE 17	10	13		10	30
GALERIE 18	20	30	16	20	60
GALERIE 19	10	13		10	30
GALERIE 20	10	13		10	30
BUSINESS SUITE	Boardroom	Theater	Classroom	Banquet	Cocktail
BUSINESS SUITE 1	20	30		28	
BUSINESS SUITE 2	16	30		24	
BUSINESS SUITE 3	16	27		24	
BUSINESS SUITE 4	20	30		24	

Example of combination:

GALERIE 3/4	30	50	24	30	100
GALERIE 5/6	30	50	24	30	100

Total number of required rooms:

Indicate rooms in order of preference (room name and set-up):

1.
2.
3.

These preferences serve as guidance only and the decision between these 3 options will be the sole responsibility of ESTRO. In case all three of these options are already booked, ESTRO will contact the Exhibitor for an alternative solution.

Additional requirements (A/V, catering, etc.)

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Bookings will be completed as soon as the corresponding booking form duly completed has been sent to ESTRO and written confirmation of order has been given by ESTRO. The corresponding service will be delivered after corresponding payment in full has been received by ESTRO.

Confirmation of orders should be sent by ESTRO to the Exhibitor within one week after the receipt of the application form. In case of no feedback from ESTRO after one week, please contact egiusti@estro.org

Signature: Date:

Name: Title: